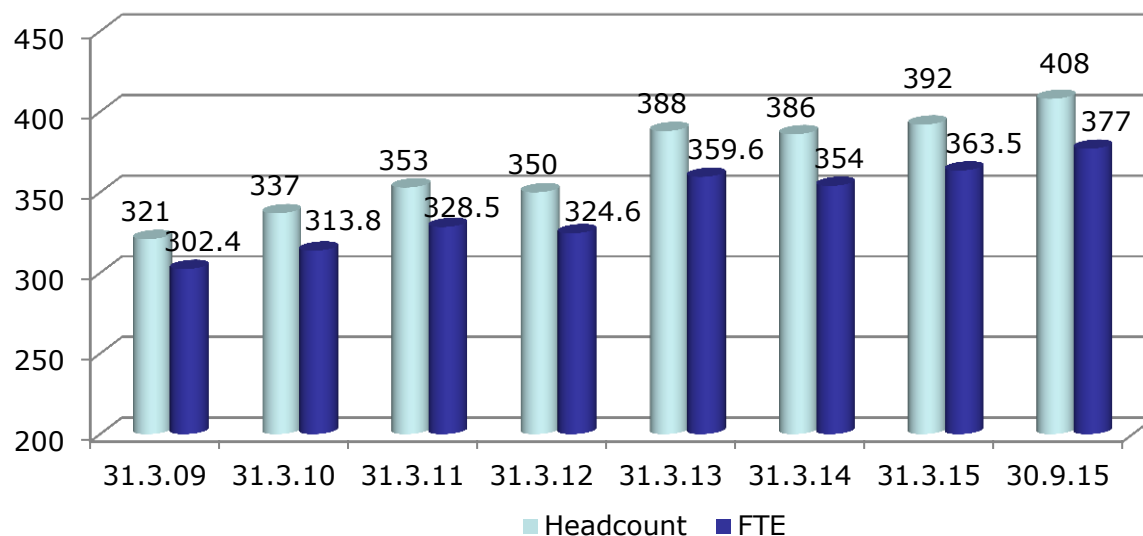


# Organisational Development – October 2015 Dashboard

Headcount

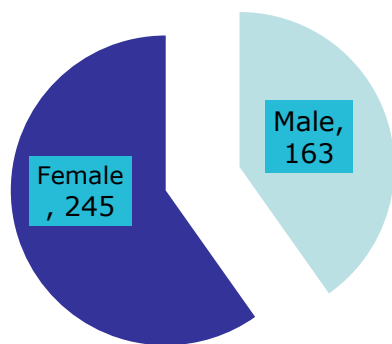


13 agency staff were also placed with the ICO as at 30.9.15

Grade Distribution as at 30.9.15

Job Level	No. of staff	% of staff	FTE
A	10	2.5%	8.6
B	24	5.9%	19.4
C	116	28.4%	104.3
D	99	24.3%	94
E	97	23.8%	91
F	47	11.5%	45.3
G	12	2.9%	12
H	3	0.74%	3

Staff Gender Analysis



Staff Gender Analysis by grade

	Female (% of grade)	Male (% of grade)
Level A	30%	70%
Level B	70%	30%
Level C	61%	39%
Level D	65%	35%
Level E	54%	46%
Level F	62%	38%
Level G	25%	75%
Level H	0	100%

Staff disability analysis

	% of staff
Disabled	4.4%
Not disabled	95.6%

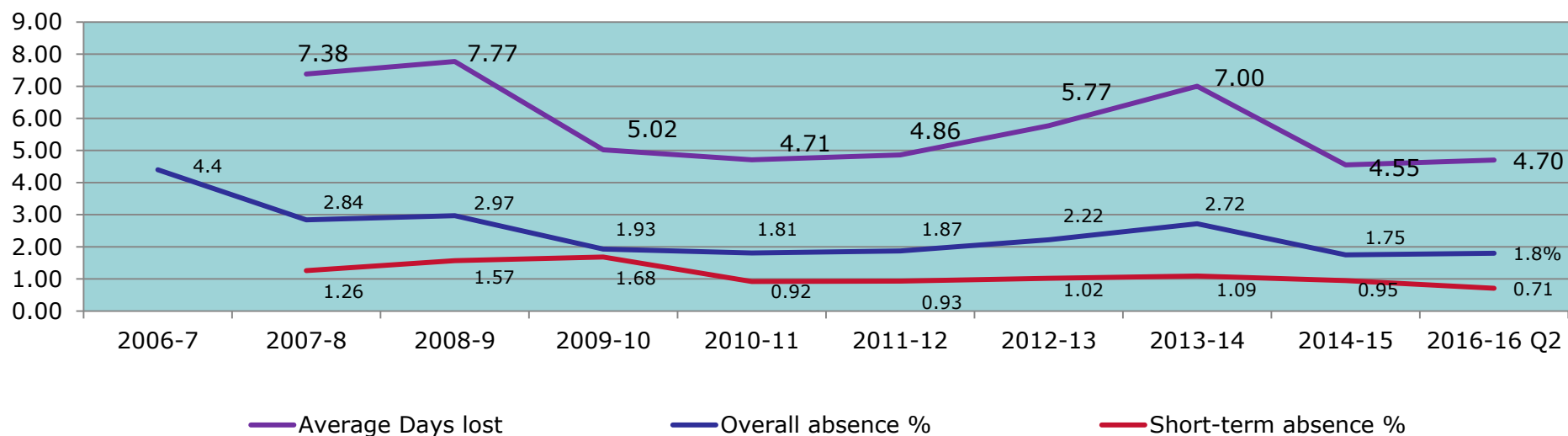
Full time/Part time split

	% of staff
Full time	78.4%
Part time	21.6%

Staff ethnicity analysis

	% of staff
Asian and Asian British	2.7%
Black and Black British	0.7%
Chinese	0.5%
Mixed ethnicity	1.5%
Other ethnicity	0.25%
White	94.35%

## Sickness absence

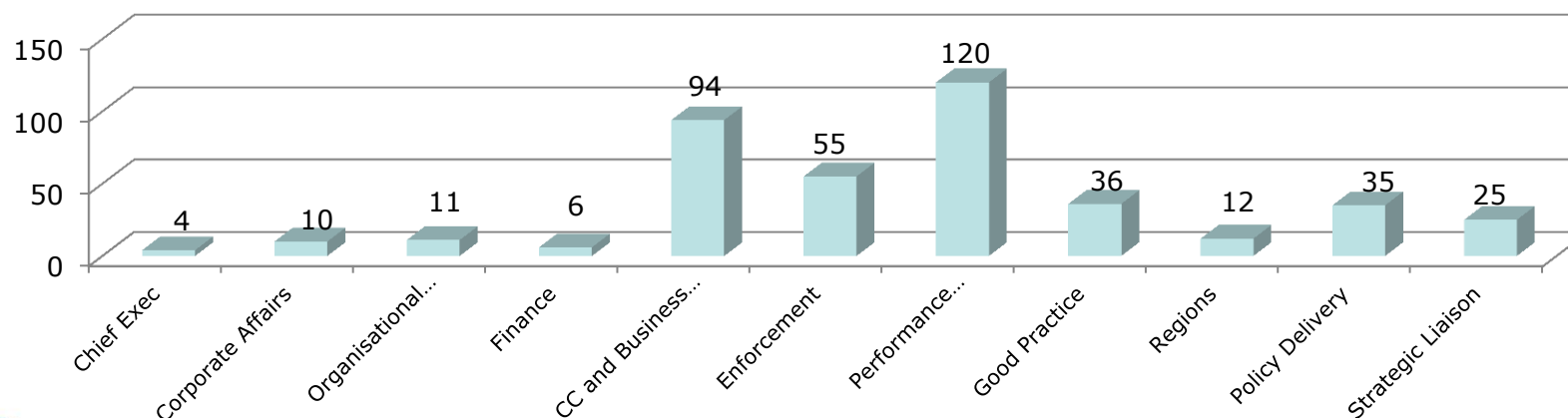


Short term absences exclude absences of over 3 weeks duration. The Civil Service average absence rate is 7.4 days lost per staff member per year.

## Staff Turnover

Staff turnover in Quarter 1 and 2 was 4.3%, this equates to 8.6% for a full year, which is lower than the turnover rate in recent years. 16 staff have left the ICO since April: 1 retirement; 10 promotions outside the ICO; 3 role changes; 1 personal reasons; and 1 colleague passed away

## Headcount by department



## Training

Career Development

Information Rights Training

Leadership and Management

New Starter

Professional and Technical

**Total**

*- of which are Know About*

Events	Person-Days attended		Person-Hours attended	
Number	Number	Av per head	Number	Av per head
13	72.92	0.18	524.6	1.32
21	100.3	0.25	711.5	1.8
4	11	0.02	81.4	.20
6	50.67	0.12	367.4	.93
62	233.84	0.59	1731.10	4.38
<b>106</b>	<b>468.73</b>	<b>1.16</b>	<b>3416</b>	<b>8.63</b>
14				

## Non-attendances

Personal

Business need

Sickness

Unknown

Number	As a percentage of accepted invitations
20	1.4%
64	4.5%
10	0.7%
15	1.06%

**Total**

<b>109</b>	<b>7.7%</b>
10	

## Tutors

Tutor

*- of which are Know About*

Observer

Attendances	Days	Hours
142	39.6	285.9
23	3.22	23
14	4.06	29

## Qualifications Achieved

BCS Certificate in Data Protection

10

## Organisational Development : Summary Q2

	Management support	Learning and Development	HR processes	Facilities Management Health and Safety
Supporting the business	<p>Working with management, ACAS and unions to develop the methodology for the review of the ET pay decision process.</p> <p>Working closely with Finance to determine staff cohort for 2015/16 and the expected salary budget.</p> <p>First line managers held their first Peer Network session in September on the subject of performance management, this was well received and a second session is scheduled for January on team development</p> <p>Co-ordinated the writing and submission of the annual equality report and progress report to the NI Equality Commission.</p>	<p>The ICO has been reaccredited to deliver the BCS qualification in-house for the next three years</p> <p>The ICO's Media Skills training has come into its own this quarter with multiple national and local television and radio appearances from a range of staff. We are in the process of re-procuring this training.</p> <p>Over 700 training hours of Information Rights training has been delivered in the first half of this year to meet the increased demand . New tutors have now observed different modules and are scheduled to deliver training for the next course programme..</p>	<p>Continuing recruitment processes:</p> <ul style="list-style-type: none"> <li>- 31 new starters from April to September 2015</li> <li>- 33 promotions in that period</li> <li>- 55 recruitment campaigns commenced</li> <li>- 449 interviews completed</li> <li>- 28 new staff going through clearance to start in October and November</li> </ul> <p>We are likely to reach are target cohort of 415 fte staff in November with 28 prospective new staff going through clearance.</p> <p>Supported managers in discipline, sickness, grievances and staff welfare cases.</p>	<p>No RIDDOR reportable accidents this quarter.</p> <p>Maintenance of ICO gifts register: 43 gifts declared since April – includes bottles of wine and low value gifts to be made available for charity raffle.</p> <p>Work with Information Governance to complete review of CCTV and compliance with the ICO code of practice.</p> <p>Supporting the installation of new printers throughout the building.</p>
Delivering services	<p>Re-procurement of the ICO's Employee Assistance Programme and Health Cash Plan completed</p> <p>Reports completed for the Job Grading Panel.</p> <p>Close working with managers and contract management with Occupational Health provider to improve services and quality of reports and advice given.</p>	<p>An ICO bespoke e-learning module has been released on "Planning in Equality", senior managers completed this before their recent business planning event.</p> <p>Training and working with our communications team has changed the way we deliver internal and external presentations externally and internally. Recent feedback from a conference included:  <i>"We thought your presentation was excellent. We also thought the slides themselves were fantastic – best slide design all day!"</i></p>	<p>Pay remit signed off by the Ministry of Justice. Consultation with trade unions completed with a view to implementation of the pay review in November 2015.</p> <p>Completed next phase of pension data cleanse.</p> <p>Implementation of Shared Parental Leave policy.</p> <p>Development of a catalogue of Recognition Mechanisms in response to staff feedback and ideas.</p>	<p>Legionella testing completed.</p> <p>Review of fire procedures and H&amp;S management policy completed.</p> <p>Update of security mechanisms on the internal doors in Wycliffe House.</p>